



Human Resources Management (R)  
Department,  
Secretariat, Chennai-9

குறைதி, ஆடி - 25  
திருவள்ளூர்வரஆண்டு - 2055

Letter No.3136600/R/2024-2, dated 10.08.2024

From  
Thiru. K. Nanthakumar, I.A.S.,  
Secretary to Government.

To  
The Additional Chief Secretaries /  
Principal Secretaries /  
Secretaries to Government,  
All Departments of Secretariat,  
Secretariat,  
Chennai - 600 009.

Sir / Madam,

Sub: Right to Information Act, 2005 – Proactive disclosure under  
Section 4 of Right to Information Act, 2005 – Instructions  
Issued – Reiterated - Regarding

- Ref: 1. Government Letter No 32667/AR.III/2020-01,  
Personnel and Administrative Reforms Department,  
dated 25.01.2021
2. Orders of the Supreme Court of India, in W.P.(C)No.990 of  
2021, dated 17.08.2023
3. Government Letter No.5352035/AR.III/2023-1, Human  
Resources Management Department, dated 03.09.2023.
4. From the Secretary to Government, D.O. Letter  
No.3136600/AR.III/2024-1, Human Resources  
Management Department, dated 15.04.2024.

\*\*\*\*\*

I am to inform that the Right to Information Act, 2005 primarily envisages to set out a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every Public Authority. Further, the Act is meant to harmonize the conflicting interests of governance to preserve the confidentiality of sensitive information and right of citizens to know the functioning of the Government process in such a way so as to preserve the paramountcy of the democratic ideal.

[P.T.O.]

2. I am also directed to invite your attention to the references 3rd and 4th cited wherein all the Departments of Secretariat and Heads of Departments have been requested to-

"(1) publish the details of your department that are to be made public in the Government website in a proactive manner in accordance with the provisions of Section 4(1)(b) of the Right to Information Act, 2005

(2) upload the important Right to Information queries and First Appeals received in the Public Authority and corresponding Public Information Officer's reply / decision and First Appellate Authority reply / decision respectively, relating to public interest, at regular intervals.

(3) update the website in such a fashion that it follows the ethos of Section 4(2) of the Right to Information Act, 2005

This will reduce the filing of applications under the Right to Information Act, 2005 substantially and will ensure transparency and accountability of every Public Authority."

3. In this regard, it has been noticed that, no such details regarding uploading the proactive disclosure, as sought for under Section 4 of the Right to Information Act, 2005 has been completed / updated by your Department.

4. I am, therefore, to reiterate the instructions as stated in the references above and to request you to ensure that the proactive disclosure as required under Section 4 of the Right to Information Act, 2005 has to be completed and posted in the Government website by your Department and the Heads of Department under your control and that the information so provided has to be updated periodically.

5. The above instructions have to be followed scrupulously.

Yours faithfully,

B. Sate  
12/08/2014

for Secretary to Government

BSM  
12/08/2014